

## Variance Review Submittal Requirements

Please use this information sheet as a checklist to assemble the materials required for your Variance and bring it with you when you submit your application. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Development Partnership Center at (559) 621-8180. The following items must be submitted in order to process your application. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.

- ☐ **Completed Application Form**
- ☐ **Environmental Assessment Form**
- ☐ **Application Fees** (Variance and Environmental Assessment)
- ☐ **Supplemental Variance Application Findings**
- ☐ **Preliminary Title Report and Supporting Deed Documents** (prepared within 30 days of submittal of the application; includes legal description)
- ☐ **Letter of Owner Authorization** (If Owner is not the Applicant)
- ☐ **Operational Statement**
- ☐ **Site Plan**
  - Two full size copies (folded to 8-1/2"x11" page size)
  - Two 11"x17" reduced size copies
- ☐ **Elevations or Photos** (as determined by the Planning Department)
  - Two full size copies (folded to 8-1/2"x11" page size)
  - Two 11"x17" reduced size copies
- ☐ **Electronic Submittal \***
  - Submit a CD containing all of the above requested documents in PDF format

*\*voluntary, as of 6/16/08*

### Operational Statement must include the following:

- ☐ Project Site Address
- ☐ Assessor's Parcel Number (APN)
- ☐ Existing General Plan land use designation
- ☐ Existing zone district
- ☐ Identify the Community plan
- ☐ Identify the Specific Plan (if applicable)
- ☐ Identify the Redevelopment Plan (if applicable)
- ☐ Describe the proposal in detail
- ☐ Describe efforts that have been made to discuss the proposal with neighbors
- ☐ Describe how the proposal is complementary to the surrounding neighborhood
- ☐ Describe how the proposal helps implement the 2025 Fresno General Plan

**Site Plan must include the following:***General information:*

- ☐ Sheet size of 24" x 36"
- ☐ Date of preparation
- ☐ Title block
- ☐ Scale: 1" = 30' or larger
- ☐ North arrow
- ☐ Vicinity map depicting four major streets (1/2 square mile)
- ☐ Existing planned land use designation
- ☐ Existing and proposed zone district
- ☐ Assessor's Parcel Number (APN)
- ☐ Project site address
- ☐ Contact information of the Property Owner, Applicant and Design Consultant
- ☐ Standard Notes (See attached document)

*On-site information:*

- ☐ Property lines and dimensions  
Note that the entire parcel of record (i.e., created pursuant to the State of California Subdivision Map Act and the Fresno Municipal Code) must be identified including a legal description. If only a portion of an existing parcel is to be developed, a key map shall be included depicting the entire parcel.
- ☐ Area in question that is clearly highlighted
- ☐ Scope of work: all items shall be listed as existing (to remain or to be removed), proposed or future
- ☐ Easements, both existing and proposed
- ☐ Points of access (vehicular and pedestrian)
- ☐ Buildings, existing and proposed, and their dimensions and setbacks from property lines
- ☐ Zoning ordinance setback line illustrated with a dashed line and labeled
- ☐ Landscaped areas, existing and proposed
- ☐ Recycling and refuse enclosures
- ☐ All existing and proposed pad, ground or wall mounted material, utility vaults, transformers, backflow prevention devices, gas meters, free standing mailboxes, and type/location/height, of proposed lights/light poles, fire hydrants, etc.
- ☐ Fences/walls, existing and proposed, including height and type
- ☐ Signs, existing and proposed

Summary table that includes the following in square feet, acres and percentage:

- ☐ Project site area (net and gross)
- ☐ Existing building area (per building and use)
- ☐ Proposed building area (per building and use)
- ☐ Building coverage (i.e., Lot Coverage)
- ☐ Paved area
- ☐ Landscape area
- ☐ Paved surfaces (walkways, driveways, etc.)

- ☐ Parking spaces
  - Locations and dimensions
  - Identify the three foot vehicle overhang adjacent to a continuous curb. No obstructions are permitted within the overhang
- ☐ Bicycle parking spaces
- ☐ Loading zones (min. 12 ft. by 40 ft.)
- ☐ Fire lanes

Summary table that includes the following:

- ☐ Number of parking spaces (compact and standard)
- ☐ Number of handicap parking spaces
- ☐ Number of bicycle parking spaces
- ☐ Circulation aisles clearly depicted and dimensioned
- ☐ Direction arrows
- ☐ Lighting is not to be included within the required 3 foot overhang area
- ☐ Disability parking, ramps and signage (including all site details)
- ☐ Paving per the Dept. of Public Works standards (i.e., P-41, P-42 and P-43)
- ☐ Planters: provide planter dimensions and radii

*Off-site information:*

- ☐ Adjacent land use and zoning designations
- ☐ Adjacent streets, freeways, and railroads (labeled and dimensioned)
- ☐ Section lines and center lines
- ☐ All existing and proposed dedications. Provide a dimension from the section and center lines to the existing and proposed property lines
- ☐ Street Improvements: Identify existing and proposed curb, gutter, sidewalks (provide width), driveway approaches (provide width), ADA ramps (provide radius), busbays, traffic signals, etc.
- ☐ All street furniture including utility poles, boxes, guy wires, signs, street lights (specify if wood or metal pole), fire hydrants, bus stop benches, trash receptacles, tree wells, etc.
- ☐ ADA: Identify the required four foot minimum path of travel along the public sidewalk adjacent to property
- ☐ Median Islands: Identify and specify if existing to remain, proposed or to be modified
- ☐ Intersections: If the proposed project is on street corner, provide the entire intersection on the site plan. If located on a major intersection, also provide existing striping
- ☐ Canals: Identify adjacent canals and provide a proposed cross section complete with dimensions (unless proposed to be piped)
- ☐ Sewer: Location and size of existing and proposed sewer lines and manholes
- ☐ Water: Location and size of existing and proposed water lines
- ☐ Storm Drain: Location of existing and proposed storm drain facilities
- ☐ Vacations: Identify and dimension all vacations
- ☐ Tree wells and method of irrigation

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**Elevations must include the following:**

- ☐ Elevations labeled appropriately (i.e., north, south, east and west) of all proposed buildings
- ☐ Height of each proposed building to the highest point of the structure measured from the nearest public right of way and a dashed line clearly depicting the maximum height limit of the City

I verify that I am submitting all of the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.

\_\_\_\_\_  
Applicant's Signature  
(       )

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Phone #

\_\_\_\_\_  
Applicant's E-mail Address